

## Equipment Repair & Return

Tangible materials such as brailers, Braille Plus Mobile Managers, recorders, and light boxes, should be returned to the Missouri Instructional Resource Center when no longer needed by the student or in need of repair. **Do NOT return any materials to APH in Kentucky.**

When returning equipment:

- Complete the [Equipment Return/Repair](#) Form (Click on the form, save it on your computer)
- Include the form in the shipping box with the equipment
- It can be mailed by the U.S. Postal Service as “FREE MATTER FOR THE BLIND”
- Ship it to the Yvonne Ali (MSB, 3815 Magnolia Ave, St Louis, 63110)
- Also e-mail [Yvonne Ali](#) and either attach the completed form or provide information on the equipment and whether you need a replacement unit in the body of the message.

Revised: October 2010